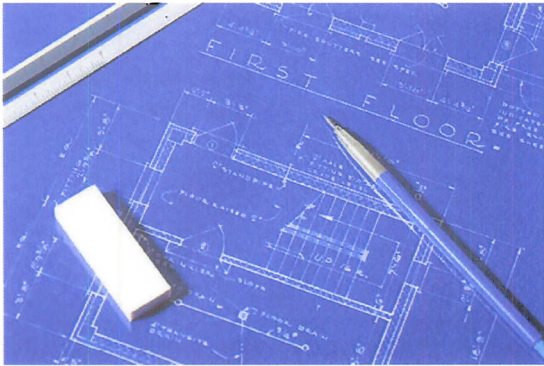


---

# Human Services - Otsego Training Center

## *Programming Analysis*



**Date: February 10, 2012**

Provided by **HAWORTH®**

For CB Richard Ellis and the Department of Technology,  
Management & Budget's Real Estate Division

---

# Overview

## *For Human Services—Otsego Training Center*

**The Department of Management and Budget, Real Estate Division, is seeking lease proposals on behalf of the Michigan Department of Human Services—Otsego Training Center.**

This document outlines the square footage requirements for the Otsego Training Center. Vestibules, restrooms, janitorial closets, mechanical and data rooms, etc. are *not* included and will require additional space. These needs are dependent on code requirements and the physical space being proposed; therefore, they cannot be defined at this juncture. It is incumbent upon the lessor to understand how codes and the number of floors would impact the size and quantity of areas such as vestibules, restrooms, janitorial closets, and mechanical/electrical rooms for the space proposed. It is also the lessor's responsibility to submit a proposal based on *all* the criteria included in this document as well as DTMB's Standards and Specifications (see attached).

As you work through this document, you will find three sections:

**Build-Out Requirements**  
**Overall Exterior Requirements**  
**Overall Interior Requirements**

### *Attachments:*

Minimum Office Building Standard 2011 Final.pdf  
DHS Building Standards Revised Aug 2010.pdf

Provided by **HAWORTH®**

# Build-Out Requirements

## *For Human Services—Otsego Training Center*

**These build-out needs are specific to this lease and are required *without exception*.**

- Lobby walls and all conference, training, and data rooms are to be floor-to-deck.
- All floor-to-ceiling rooms (data, conference, training, and storage) require an outlet and data port on **3 (three)** of the four walls. In a raised floor application, the power requirements would be the same, but the locations would be in the floor.
- All conference and training rooms that are floor-to-ceiling require **1 (one)** wall to be reinforced with  $\frac{3}{4}$ " plywood. (Assume a full sheet of plywood the length of one wall in every room. The State understands it to be any wall other than the wall the door is located in to avoid custom door frames).
- The training room will have **14 (fourteen)** computers. Based on the Training Center's current configuration there will be 8 locations powering these computers, with each location supporting 1-2 machines. Power may come through the ceiling, floor, and/or wall, but the most desirable location for a training room is the floor.
- The break room consists of cabinetry, counter, and sink with a disposal. The break room will include **1 (one)** refrigerator and microwave and **2 (two)** coffee machines. Power will need to be sufficient to support all listed equipment.
- The conference rooms as well as the training room will have extensive equipment including video, microphones, and/or flat screens, etc. Although the State will be providing these items, electrical and communication rough-in and support will be required.

Provided by **HAWORTH®**

---

## Build-Out Requirements Continued

### *For Human Services—Otsego Training Center*

- A foyer vestibule is required to maintain a more constant temperature in the lobby.
- To avoid having to create a suite for the Training Center, keypad entry locks on all the floor-to-ceiling rooms are acceptable.
- The State of Michigan looks favorably on energy efficient systems and appliances, raised floors with under-floor air, direct and indirect lighting, and any other amenity that decreases energy usage, improves air quality, and/or is proven as a superior alternative to basic industry standards.

---

# Overall Exterior Requirements

*For Human Services—Otsego Training Center*

**Overall Exterior Requirements** - this includes parking, entrances, etc.

Provided by **HAWORTH®**

---

# Human Services-Otsego Training Center - Exterior Requirements

## Exterior AMMENITIES

---

Visitor Parking (*spaces for 35 visitors*)

Entrance (*Main*)

---

Visitor parking does not need to be gated, but it does need to be separated from DHS Visitor parking either by the building, landscaping, etc.

# Overall Interior Requirements

## *For Human Services—Otsego Training Center*

The Department of Human Services requires 3,570 square feet for their Training Center needs. Although it is incumbent upon the lessor to understand how codes and the configuration of the proposed space would impact the size and quantity of vestibules, restrooms, janitorial closets, and mechanical/electrical rooms, DTMB is anticipating these needs will be an additional 8-10% of the tenant's program needs. Under optimal conditions, DTMB would expect proposed facility(ies) to fall within 3,855 to 3,927 square feet.

The next three pages outline the square footage assigned to every component required for the operation of this Training Facility. *Please pay special attention to the items with a hatch pattern (dots) as this indicates a space that is required to be floor-to-ceiling.*

# Human Services - Otsego Training Center

## PROGRAMS & STAFF SQUARE FEET

|                 |     |
|-----------------|-----|
| Division/Office |     |
| N/A             | 0.0 |
| N/A             | 0   |

**SUBTOTAL** **0.0**

## ANCILLARY AREAS SQUARE FEET

|   |                |
|---|----------------|
| <b>Public Areas</b>   |                |
| Lobby (seating for 12-15)   | 300.0          |
| *Public Restroom (square footage for additional stalls for women) | 100.0          |
| <b>Service Areas</b>  |                |
| Data Room   | secure 100.0   |
| Storage/Supply Room (12' by 12-6")                                | secure 150.0   |
| Break Room  | 250.0          |
| <b>Conference Areas</b>   |                |
| Conference Room (8-12)  | secure 200.0   |
| Computer Training Room (12-18)                                    | secure 800.0   |
| Conference Room (25-40)   | secure 650.0   |
| Circulation (40%)   | 1,020.0        |
| <b>SUBTOTAL</b>   | <b>3,570.0</b> |

**TOTAL** **3,570.0**

\*In 2011 DHS trained 198 males and 807 females. Due to the disproportion number of females 2-3 additional stalls in the women's restroom will be required.